The City of Carlsbad's goal is to make doing business easy. This sheet lists the basic steps required to operate a business in the city. Further information and an e-copy of this document can be found online at: www.carlsbadca.gov/econdev.

City of Carlsbad requirements

Business license

Fill out the online application for business license:

https://bizlicense.carlsbadca.gov/webblapp/BLA/NewCommercialBtAppFGS.pdf

business.license@carlsbadca.gov

760-602-2495

Permits (building, engineering, land use, fire, other)

Contact the Development Services Manager to determine if your project requires any additional city permits.

http://www.carlsbadca.gov/business/building

760-602-4600

County of San Diego

Fictitious business name

If your business name does not include your surname you must file a Fictitious Business Name Statement with the County of San Diego:

http://arcc.co.san-diego.ca.us/arcc/services/fbn_info.aspx

619-237-0502

Health permits

If applicable to your business type, you must file for the appropriate Health Permits with the County of San Diego:

http://www.sdcounty.ca.gov/deh/doing_business/forms.html

619-338-2222

State of California

State income tax information

Obtain State income tax forms from the Franchise Tax Board:

https://www.ftb.ca.gov/forms/search/index.aspx

800-852-5711

Visit the California Tax Service Center for further State tax information:

http://www.taxes.ca.gov/

Sales and use permit (seller's permit)

All businesses selling or leasing tangible property must obtain a Seller's Permit from the Board of Equalization

http://www.boe.ca.gov/info/reg.htm

800-400-7115

Other permits

Enter your business type and location into CalGOLD to determine what additional permits maybe required

http://www.calgold.ca.gov

Federal

Employer identification number (EIN or SSN)

Employers with employees, business partnerships and corporations, must obtain an Employer Identification Number from the I.R.S.

https://sa2.www4.irs.gov/modiein/individual/index.jsp

Proof of residency requirement

Employees hired after Nov. 6, 1986. must provide proof of eligibility to work in the United States.

http://www.uscis.gov/files/form/i-9.pdf .html

619-338-2222

CITY OF
CARLSBAD
www.carlsbadca.gov/econdev

See reverse for more useful links

Useful Links

Carlsbad Department of Economic Development

http://www.carlsbadca.gov/econdev

"Works to secure Carlsbad's economic future by providing an excellent business environment that allows for quality job growth in an evolving economy."

BioCom

http://www.biocom.org/

"Represents more than 550 member companies in Southern California and is the largest regional life science association in the world"

Carlsbad Chamber of Commerce

http://www.carlsbad.org

"Promotes business through member services, educational programs, cooperative partnerships and legislative advocacy that balances economic prosperity with the quality of life."

CommNexus

http://www.commnexus.org

"Delivers value to the technology industry through programs that provide access to capital, talent and business development."

CONNECT

http://www.connect.org/

"Catalyzes the creation of innovative technology and life sciences products in San Diego"

North County Career Center

http://www.rescare.com/nccc/index.php

"Provides excellent human services that enhance the lives of individuals by a company of dedicated and caring people."

San Diego North Economic Development Council

http://www.sdnedc.org/

"Works as a coalition of the private and public sectors to sustain and carefully grow the economic base of North San Diego County."

San Diego Software Industry Council

http://www.sdsic.org/

"Fosters and supports the entrepreneurial spirit within the software and IT industry in San Diego, by providing an organized forum for the exchange of ideas, sharing of resources, and promotion of industry goals."

SCORE – San Diego

https://www.score-sandiego.org/index.asp

"Offers free small business advice for entrepreneurs. SCORE is a volunteer, non-profit organization whose mission is to promote the success of small business"

Small Business Development Center North County

http://www.sandiegosmallbiz.com/

"Provides consulting services and workshops for small businesses in North County San Diego."

US Small Business Administration – San Diego Office

http://www.sba.gov/about-offices-content/2/3101

"Offers a variety of programs and support services to help you navigate the issues you face with your initial applications, and resources to help after you open for business"

CITY OF
CARLSBAD

www.carlsbadca.gov/econdev

Scan this code to sign up for the city's business enewsletter